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CODE-M-62
11 May 1965

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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Minutes of the Sixty-second Meeting, 4 May 1965

Members or Their Representatives Present

STATE	-	Mr. A. Sidney Buford, III	
DIA	-	[REDACTED]	25X1
ARMY	-	Lt. Col. Frank Case	
NAVY	-	Mr. M. Zane Thornton	
AIR FORCE	-	Col. Byron L. Schatzley	
NSA	-	[REDACTED]	25X1
DDR&E	-	Dr. Ruth M. Davis	
FBI	-	Not Represented	
AEC	-	Not Represented	
CIA	-	Mr. Paul A. Borel, Chairman	
CSS	-	[REDACTED] Acting Secretary	25X1

Associate Members Present

NBS - Dr. Samuel N. Alexander

Others Present

DIA	-	[REDACTED]	25X1
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NSA	-		
STATE	-	Mr. Curtis L. Fritz	
CIA	-	[REDACTED]	25X1
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GROUP I
Excluded from automatic
downgrading and
declassification

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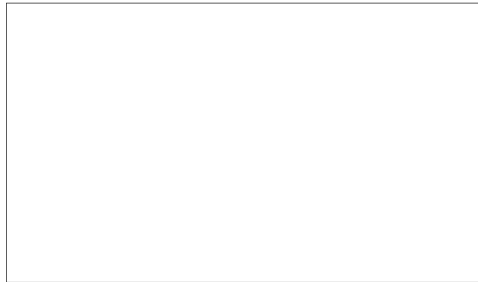
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CSS



1. The minutes of the sixty-first meeting (CODIB-M-61, 24 March 1965) were approved as amended (CODIB-M-61/1, 9 April 1965).

2. CODIB-D-75/1, 1 March 1965 (Proposal for Central Storage Facilities for Inactive USIB Community Agency Records): The Chairman said that he wished to be sure that there was no misunderstanding or lack of agreement on the proposal before it was given a CODIB blessing. [redacted] Records Management Group, DIA stated that [redacted] Assistant Chief of Staff for Administration, had called a meeting of records management officers of OSD, JCS, and the military services. All of these officers concurred in the proposal. [redacted] reiterated a request made at the previous CODIB meeting to amend the staff study of 10 November 1964 which was attached to CODIB-D-75/1, 1 March 1965 (Attachment to CODIB-M-61). There being no objections raised it was so directed and the proposal as amended was endorsed by CODIB.

3. USIB-D-5.1/5, 12 April 1965 (Action on Committee Structure of USIB) was referenced by the Chairman. He noted that this directive had been approved and that CODIB would henceforth have a CIA member in addition to the present chairmanship.

4. State Membership Change: Mr. A. Sidney Buford III was welcomed to the Committee as the new State member. Mr. Ed Wilson, who has been replaced by Mr. Buford, has been assigned to Caracas, Venezuela and will leave for his new post 1 July 1965. It was moved by Col. Schatzley and seconded by Dr. Davis that the Committee recognize the exemplary manner in which Mr. Wilson performed his CODIB responsibilities by presenting him with a certificate of appreciation. The motion was approved.

5. Task Team Reports: The Chairman called for the status of respective task team efforts, particularly concerning dates when written reports might be expected.

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25X1 a. TT/1 (Content Control): [] Team Secretary reported that the team has developed tentative schemes to control various aspects of intelligence document content, i.e., country(s) reported on, subject(s) reported on, and a set of indicators called "identifiers" which are to be used to flag the fact that a document contains the names of persons, organizations, installations, objects, events or other specific nomenclatures, and also address systems, telads, APO's, etc. A written report on this content control scheme is scheduled for 1 July 1965.

Mr. Borel referred to the DIA Statement of Intelligence Interest (SII) which is being used by DIA's Dissemination Center to service users throughout DIA and the military services. He asked if the content control scheme being developed by the Task Team could be used in the SII system.

25X1 [] reported that the subject/area code being used by the SII system had been examined by the team along with several other on-going content control methods in DIA and the USIB Community. He indicated that he was not prepared at this juncture to say that the content control scheme being developed by the team could be a replacement for the subject/area code used in the SII system. He noted that the 2400 + subject classes and subclasses contained in the SII system provide far more specificity than is being built into the subject content control scheme by the task team. To the extent that there exists a need for such specificity for dissemination, the task team subject content control cannot be considered as a replacement for the present SII system of subject control. On the other hand, the scope of application for the task team content control is far broader than that of the SII system, i.e., the task team criteria encompass all types of intelligence items, all sources and classifications while those of the SII system encompass only raw and non-recurring finished intelligence, Secret level and below. This expanded scope tends to limit the number of subclasses which can be specified and utilized effectively.

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b. TT/2 (Item Identification): [] Chairman, reported that the team has held 15 meetings, during which team orientation has been accomplished, and item control methods employed by various USIB agencies have been reviewed. The need for an item register has been discussed at length and the elements necessary to identify an item in a unique manner have been agreed upon. The team is now addressing the problems involved in implementing an item register. It has been decided to create a pilot item list. By 1 July 1965, a plan for producing such a pilot item list will be completed and submitted to CODIB; then Phase II, involving item description elements, will be started. Experience gained in establishing the pilot item list will give valuable insights into the problems involved in implementation and provide a basis for estimating cost of the total project. Mr. Borel stated that all proposals by task teams should include estimated costs not only in dollars but also in terms of effort, and manpower.

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[] raised a question concerning different philosophies extant in Task Teams I and II which might result in incompatibility. He felt that Task Team II was going to freeze their design in concrete while Task Team I was staying flexible. This being the case, he questioned whether results would be compatible in these closely related efforts. [] indicated that he was not aware of the divergent philosophies referred to by [] and noted that [] was secretary of both teams. He pointed out that item identification addressed items at the series level while content control would be established at the issue level, e.g., NIS might be a line entry on the item register while each chapter might be content-controlled as it was issued. He also noted that, once established, the item list would be relatively stable, changes would be required only when a "series-level" item was initiated or discontinued. On the other hand, content control would reflect the content of each specific issuance within a series. It was recommended that the chairmen of Task Teams I & II discuss the problem raised by [] Dr. Sam Alexander, NBS, asked whether the teams were to develop preferred solutions or compromise solutions to the respective problem assignments. The Chairman indicated that the teams should come up with what they considered to be the best solution to the problem and that compromises should come later.

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c. TT/3 (Foreign Publications):

[] Chairman, reported that studies had been completed on requirements for foreign publications and their procurement and that a report to CODIB would be forwarded in the next few days. He indicated that the team was now looking at the processing of foreign publications and that a final report by the team would be made about 1 September 1965.

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d. TT/4 (Installations):

[] Chairman, indicated that a written report would be made within two weeks. He indicated that the initial task of determining the maximum number of factors needed to identify an installation had been completed and said that all problems except one had been resolved. The unresolved problem involved the manner in which surface-to-surface missile sites were identified; he said that this problem was being resolved outside of the USIB area. He raised a question as to the extent to which the report should be coordinated by the team prior to its submission to CODIB. Mr. Borel indicated that formal coordination by the departments should not be sought prior to submission, review and approval by CODIB.

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Dr. Sam Alexander asked if the team was aware of the Bureau of the Budget Circular A-71 and follow-up actions thereto, culminating in the establishment of several task forces. A-71 states that BoB will support the development and promulgation of standard data elements and codes in Government systems when such data elements are in common use in some or all executive agencies. The first BoB

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effort involves geopolitical data elements used to identify countries of the world, States of the United States and subdivisions thereof. Mr. Borel indicated that CODIB was participating in the BoB effort by providing an observer on the task force studying countries of the world.

25X1 o. TT/5 (Biographies): [] Chairman, reported that the Team is nearing the end of its fact-finding phase. The Team, plus approximately twenty-five other interested people from the various agencies, conducted a highly successful two-day symposium recently. Two study groups are being appointed. The first will develop additional facts on the positive intelligence community holdings; the second is going to develop the best possible estimate of the time required for agencies to respond to each others' requests for information about named individuals. This is one of the essential ingredients of the present system and must be a bench-mark against any future or proposed improved systems or techniques. [] indicated that the Team hoped to have a report for CODIB in September. 25X1

f. TT/6 (Research and Development): Dr. Davis, Chairman, reported that the Team is continuing to explore various aspects of information processing research and development in the intelligence environment. She noted that the Team has not met since mid-March. Consideration is now being given to some of the elements which will be in the report, estimated for completion by 1 August 1965. Work is now being done to determine the federal organizational structure in the intelligence area which has impact on the decision-making role of research and development. Facts concerning personnel in the Intelligence Community devoted to R&D as well as the general area and amount of funding are being determined. Critical application areas are being studied. Dr. Davis indicated her surprise at not having received any requests from other teams for research and development support. She noted that the Team VI terms of reference anticipated that other teams would discuss their needs with her team. Mr. Borel recommended that the other team chairmen examine their findings and peel off problems appropriate for consideration by Task Team VI.

25X1 g. TT/7 (Analyst Communications): Mr. Buford, Chairman, reported that the Team had met and had an agreed terms of reference ready for approval by CODIB. [] stated that the agreed terms had been distributed to CODIB members; he suggested that they might be considered at this meeting. The Chairman asked if the members had any suggestions for changes; there being none, they were approved. (ref. CODIB-D-111/1.7/2)

25X1 h. TT/8 (Photo Chip): [] Chairman, reported that his team has studied some sixty operational photo chip systems as well as some in research and development; they will have an interim report within the next 30 to 60 days. Lt. Col. Case reported that Lt. Col. Mylar is leaving and will be replaced in Task Team VIII by Lt. Col. Bloom.

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1. TT/O (ADP Systems Library): [] Chairman, reported 25X1 that the Team has expended considerable effort, trying to determine what minimum reporting elements should be agreed upon for recommendation to CODIB. DIA's original instructions have been modified considerably to accommodate the recommendations as developed by the Team for the CODIB instructions. A draft of these is now complete with a few items yet to be resolved. The Team expects to take a position in the next few weeks on these items and on how the catalogs will be produced. It is hoped that a report will be submitted to CODIB in the next month or two.

6. Flexowriter Status: In response to Lt. Col. Case's query concerning the "flexowriter problem," Mr. Borel directed that the Secretary ask [] 25X1 to give a status report at the next meeting on the secure, machine language-producing typewriter currently being developed.

25X1 7. Quarterly Report (CODIB-D-112/3, 21 April 1965, Limited Distribution): [] reported that the Third Quarterly Report of Task Team Activities had been distributed to CODIB members with a request for telephone concurrences. Only the DIA and DDR&E members had responded so far. Col. Schatzley gave his concurrence at the meeting. Mr. Borel indicated that if the Secretary had not heard anything further from other members by Wednesday afternoon (5 May 1965), the Report would be considered acceptable and would be forwarded to USIB.

8. FAIME Briefing: At the request of the Chairman, Mr. Fritz presented a status report on the Foreign Affairs Information Management Effort (FAIME), a cooperative effort of the Department of State, Agency for International Development (AID), United States Information Agency (USIA), Arms Control and Disarmament Agency (ACDA) and the Bureau of the Budget.

25X1 9. Miscellaneous: [] reported on the establishment of the Systems Analysis Staff in the Office of Central Reference (OCR), CIA, to provide continuing review and development of various systems of operation in OCR. [] 25X1 is Staff Chief.

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Acting Secretary

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